

Town of Ashburnham  
32 Main Street  
Ashburnham, MA 01430

978-827-4100 Ext. 6 978-827-4105 Fax Number

Website: ashburnham-ma.gov

Name of Owner of property where permit is for: \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Ashburnham, MA 01430

MAP \_\_\_\_\_ Parcel \_\_\_\_\_

1. Will need copy of construction supervisor license
2. HIC Registration (If 1 to 4 family/ owner occupied)
3. **Contract** if not doing work yourself
4. Copy of **Certificate of Liability Insurance/Workers Compensation**
5. Copy of **Plot Plan**
6. Copy of **Deed**
7. **Complete set of plans** (2 sets) one is given to the Fire Department
8. Must make an appointment with Fire Department to review plans and have them sign off on each set and sign the building permit. 978-827-4021 Ext.802
9. Wall bracing plan.
10. **HERS** rating for compliance to the stretch energy code.
11. **Manuals S, J, & D**
12. **Radon** control plans per State Law.
13. **Solar-Ready Zone**

Thank you,

Richard Travers, Building Commissioner  
Zoning Enforcement Officer



**Town of Ashburnham  
Building Department  
32 Main Street  
Ashburnham, MA 01430**

**Phone 978-827-4100 Ext. 6**

**Fax 978-827-4105**

---

**Flow Chart for One and Two-Family Home Construction**

---

- Visit the Building Department and pick up a building Permit Application, Insurance Affidavit and Sign-Off Sheet.
- After filling out the Building Application and Insurance Affidavit:
  - - combine with two (2) plans of the structure to be built (to include location of smoke detectors and oil fill and vent pipes if applicable)
    - **one (1) copy of the HERS Rater hired to test the property for compliance to the stretch energy code. HERS Rater in compliance must be posted at job site.**
    - **Manuals S, J, & D.**
    - Also included should be any specification on beams or trusses.
    - Wall bracing plan
    - **Radon** control plans per State Law under the State Board of Building Regulations 9<sup>th</sup> addition.
    - **Solar-Ready Zone**
- With the paperwork mentioned above in hand visit:
  - Tax Collector, #1 on your sign-off sheet and obtain the signature required.
  - Repeat this process with each box (excluding #'s 7 & 9) until complete. The building department can complete this process for you but in many cases this will extend your waiting time thirty days.
- Once all signatures are in place, bring all the paper work mentioned in #2 to the Building Department and submit to be reviewed. If no problems arise, this process is completed in less than a week and a building permit is issued.
- Permit in hand, the construction process may begin. The Inspection Sequence is as follows.
  - **Footings**- Once poured and stripped, call for inspection.
  - **Foundation Wall**-Once poured, stripped, moisture proofed, with drainage pipe in place, stone covered to code and silt cloth installed as well as tail off.  
\*\*Call for inspection **BEFORE** backfill but after perimeter drain is installed.\*\*
  - **Rough Frame**-Once fully framed, roof and windows in place and fully weather tight, and plumbing and electrical rough sign offs are in place, you are ready to call for rough frame inspection. If a fireplace has been installed, inspection for smoke chamber exterior combustion air and clearance to flammables will also be completed.
  - **Insulation Inspection**- After all insulation and vapor barrier, as well as ventilation has been installed, call for insulation inspection.  
\*\*Do not forget wind wash blocks.

**Manuals – S, J, & D**
- Final Approval- All signatures above the Building Inspector on the final approval section of your building permit must be in place prior to calling for final inspection. A ladder to the attic must be present, and all work must be completed. If all is in order a Certificate of Occupancy will be issued within twenty four hours of inspection.

Town Administrator  
 Extension 109  
 Town Accountant  
 Extension 120  
 Town Clerk  
 Extension 114  
 Tax Collector  
 Extension 113  
 Treasurer  
 Extension 112 or 110  
 Board of Assessors  
 Extension 111  
 Land Use Office  
 Extension 117  
 Planning Board  
 Extension 121  
 Conservation Commission  
 Extension 115



Board of Health  
 Building Commissioner  
 Conservation Commission  
 Council on Aging  
 Cultural Council  
 Electrical Inspector  
 Gas & Plumbing Inspector  
 Historical Commission  
 Municipal Planning  
 Parks & Recreation  
 Planning Board  
 Zoning Board of Appeals

PHONE: (978)-827-4100  
 FAX: (978) 827-4105

**TOWN OF ASHBURNHAM**  
 Town Hall, 32 Main Street  
 Ashburnham, Massachusetts 01430

**Office of the Building Department**  
**Sign off Sheet for Building**  
**Permit Application**

1. Approved by Tax Collector's Office \_\_\_\_\_ Date \_\_\_\_\_
2. Approved by Board of Health \_\_\_\_\_ Date \_\_\_\_\_
3. Approved by Water/Sewer Department \_\_\_\_\_ Date \_\_\_\_\_
4. Approved by Highway Department \_\_\_\_\_ Date \_\_\_\_\_
5. Approved by Planning Board \_\_\_\_\_ Date \_\_\_\_\_
6. Approved by Fire Department \_\_\_\_\_ Date \_\_\_\_\_
7. Approved by Historical Commission \_\_\_\_\_ Date \_\_\_\_\_
8. Approved by Conservation Commission \_\_\_\_\_ Date \_\_\_\_\_
9. Approved by Building Commissioner/  
Zoning Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS:**

---



---



---



**Town of Ashburnham  
Building Department  
32 Main Street  
Ashburnham, MA 01430  
(978) 827-4100 Ext. 6      Fax (978) 827-4105**

## **Double Check These Items**

- 1. As built by surveyor shall be completed and submitted to the Building department prior to rough inspection. This inspection will not be scheduled until this document is submitted.**
- 2. All heating systems as well as fire places and wood stoves shall be provided with combustion air direct from the exterior.**
- 3. Manuals S, J, & D.**
- 4. Insulation can not be installed until the building is sealed and water tight.**
- 5. One layer of 15 lb. felt shall be installed under all shingled roofs and 3' of Ice & Water shield.**
- 6. Wall bracing plan.**
- 7. Radon control plans per State Law under the State Board of Building Regulations 9<sup>th</sup> addition.**
- 8. Solar-Ready Zone**

☐ Addition(s)

**Owner of record:**

Individual or Corporation

Address:

Number Street

City or Town

State

Zip

Authorized Agent:

Print Name

Address:

Number Street

City or Town

State

Zip

SIGNATURE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

**Registered Architect:**

Print Name

Address:

Number Street

City or Town

State

Zip

SIGNATURE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

REGISTRATION #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**Registered Professional Engineer:**

Print Name

Address:

Number Street

City or Town

State

Zip

SIGNATURE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

REGISTRATION #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**Peer Review Engineer:**

Print Name

Address:

Number Street

City or Town

State

Zip

SIGNATURE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

REGISTRATION #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**Contractor:**

Print Name

Construction Supervisor License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Home Improvement Registration #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Address:

Number Street

City or Town

State

Zip

SIGNATURE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_



**The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street, Suite 100  
Boston, MA 02114-2017**

**[www.mass.gov/dia](http://www.mass.gov/dia)**

**Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers.  
TO BE FILED WITH THE PERMITTING AUTHORITY.**

**Applicant Information**

**Please Print Legibly**

Name (Business/Organization/Individual): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with \_\_\_\_\_ employees (full and/or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]
3. ☐ I am a homeowner doing all work myself. [No workers' comp. insurance required.] †
4. ☐ I am a homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.
5. ☐ I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡
6. ☐ We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]

Type of project (required):

7. ☐ New construction
8. ☐ Remodeling
9. ☐ Demolition
10. ☐ Building addition
11. ☐ Electrical repairs or additions
12. ☐ Plumbing repairs or additions
13. ☐ Roof repairs
14. ☐ Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

***I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.***

Insurance Company Name: \_\_\_\_\_

Policy # or Self-ins. Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under MGL c. 152, §25A is a criminal violation punishable by a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. A copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

***I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

***Official use only. Do not write in this area, to be completed by city or town official.***

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector  
6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

---

## Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply sub-contractor(s) name(s), address(es) and phone number(s) along with their certificate(s) of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. Also be sure to sign and date the affidavit. The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

---

## City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary) and under "Job Site Address" the applicant should write "all locations in \_\_\_\_\_ (city or town)." A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

---

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street, Suite 100  
Boston, MA 02114-2017

Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE

Fax # 617-727-7749

[www.mass.gov/dia](http://www.mass.gov/dia)

Revised 02-23-15





**TOWN OF ASHBURNHAM  
OFFICE OF THE BUILDING COMMISSIONER  
32 MAIN STREET  
ASHBURNHAM, MA 01430**

Richard C. Reynolds  
Building Commissioner/Zoning Officer

In accordance with the provisions of MGL c. 40, S. 54,  
a condition of Building Permit Number \_\_\_\_\_ is  
that the debris resulting from this work shall be disposed  
of in a properly licensed solid waste disposal facility as  
defined by MGL c. 111, S 150A.

The debris will be disposed of in:

\_\_\_\_\_  
(Location of facility)

\_\_\_\_\_  
Signature of permit applicant

\_\_\_\_\_  
Date

51.00: continued

## SECTION AU102 (RB102) GENERAL DEFINITIONS

**SOLAR-READY ZONE.** A section or sections of the roof or building overhang designated and reserved for the future installation of a solar photovoltaic or solar thermal system.

## SECTION AU103 (RB103) SOLAR-READY ZONE

**AU103.1 (RB103.1) General.** New detached one- and two-family dwellings, and multiple single-family dwellings (townhouses) with not less than 600 ft<sup>2</sup> (55.74 m<sup>2</sup>) of roof area oriented between 110° and 270° of true north shall comply with sections AU103.2 through AU103.8 (RB103.2 through RB103.8).

### EXCEPTIONS:

1. New residential buildings with a permanently installed on-site renewable energy system.
2. A building with a solar-ready zone that is shaded for more than 70% of daylight hours annually.
3. Buildings and structures as designed and shown in construction documents that do not meet the conditions for a solar-ready zone area.

**AU103.2 (RB103.2) Construction Document Requirements for Solar-ready Zone.** Construction documents shall indicate the solar-ready zone where applicable.

\* **AU103.3 (RB103.3) Solar-ready Zone Area.** The total solar-ready zone area shall consist of an area not less than 300 ft<sup>2</sup> (27.87 m<sup>2</sup>) exclusive of mandatory access or set back areas as required by 527 CMR: *Board of Fire Prevention Regulations*. New multiple single-family dwellings (townhouses) three stories or less in height above grade plane and with a total floor area less than or equal to 2,000 ft<sup>2</sup> (185.8 m<sup>2</sup>) per dwelling shall have a solar-ready zone area of not less than 150 ft<sup>2</sup> (13.94 m<sup>2</sup>). The solar-ready zone shall be composed of areas not less than five feet (1,524 mm) in width and not less than 80 ft<sup>2</sup> (7.44 m<sup>2</sup>) exclusive of access or set back areas as required by 527 CMR.

**AU103.4 (RB103.4) Obstructions.** Solar-ready zones shall consist of an area free from obstructions, including but not limited to vents, chimneys, and roof-mounted equipment.

**Note:** Nothing in AU103.4 (RB103.4) shall require any construction documents to be redesigned or reconfigured so as to create a solar-ready zone area.

**AU103.5 (RB103.5) Roof Load Documentation.** The structural design loads for roof dead load and roof live load shall be clearly indicated on the construction documents.

\* **AU103.6 (RB103.6) Interconnection Pathway.** Construction documents shall indicate pathways for routing of conduit or plumbing from the solar-ready zone to the electrical service panel or service hot water system.

**AU103.7 (RB103.7) Electrical Service Reserved Space.** The main electrical service panel shall have a reserved space to allow installation of a dual pole circuit breaker for future solar electric installation and shall be labeled "For Future Solar Electric." The reserved space shall be positioned at the opposite (load) end from the input feeder location or main circuit location.

**AU103.8 (RB103.8) Construction Documentation Certificate.** A permanent certificate, indicating the solar-ready zone and other requirements of this section, shall be posted near the electrical distribution panel, water heater or other conspicuous location by the builder or registered design professional.

## Appendix AA STRETCH ENERGY CODE

**AA101 Purpose and Adoption.** The purpose of the stretch energy code is to provide a more energy efficient code alternative for new buildings. The stretch energy code may be adopted or rescinded by any municipality in the commonwealth in the manner prescribed by law.

**AA102 Applicability.** Municipalities that have adopted the stretch energy code shall use the energy efficiency requirements of this appendix as provided in AA103 and AA104. These requirements replace all previous stretch energy code requirements.

## APPENDIX F

# PASSIVE RADON GAS CONTROLS

(The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.)

### SECTION AF101 SCOPE

**AF101.1 General.** This appendix contains requirements for new construction in *jurisdictions* where radon-resistant construction is required. These requirements are intended to provide a passive means of resisting radon gas entry and prepare the *dwelling* for post-construction radon mitigation, if necessary (see Figure AF102). Active construction techniques, rather than passive techniques, shall be permitted to be used where approved.

Inclusion of this appendix by *jurisdictions* shall be determined through the use of locally available data or determination of Zone 1 designation in Figure AF101 and Table AF101(1).

### SECTION AF102 DEFINITIONS

**AF102.1 General.** For the purpose of these requirements, the terms used shall be defined as follows:

**DRAIN TILE LOOP.** A continuous length of drain tile or perforated pipe extending around all or part of the internal or external perimeter of a *basement* or crawl space footing.

**ENCLOSED CRAWL SPACE.** A crawl space that is enclosed with foundation walls inclusive of any windows, doors, access openings and required vents.

**GAS-PERMEABLE LAYER.** A gas-permeable layer shall consist of one of the following:

1. A uniform layer of clean aggregate that is not less than 4 inches (102 mm) thick. The aggregate shall consist of material that will pass through a 2-inch (51 mm) sieve and be retained by a 1/4-inch (6.4 mm) sieve.
2. A uniform layer of sand (native or fill) that is not less than 4 inches (102 mm) thick and that is overlain by a soil gas collection mat or soil gas matting installed in accordance with the manufacturer's instructions.

**RADON GAS.** A naturally occurring, chemically inert, radioactive gas.

**SOIL-GAS-RETARDER.** A continuous membrane of 6-mil (0.15 mm) polyethylene used to retard the flow of soil gases into a *dwelling*.

**SUBMEMBRANE DEPRESSURIZATION SYSTEM.** A system designed to achieve lower submembrane air pressure relative to basement or crawl space air pressure by use of a vent drawing air from beneath the soil-gas-retarder membrane.

**SUBSLAB DEPRESSURIZATION SYSTEM (Passive).** A system designed to achieve lower subslab air pressure rela-

tive to indoor air pressure by use of a vent pipe drawing air from beneath concrete floor slabs or other floor assemblies that are in contact with the ground.

**VENT PIPE.** Not less than a 3-inch-diameter (76 mm) ABS or PVC gas-tight pipe extending from the gas permeable layer through the roof.

### SECTION AF103 PASSIVE RADON-RESISTANT SYSTEM REQUIREMENTS

**AF103.1 General.** The following components of a passive submembrane or subslab depressurization system shall be installed during construction.

**AF103.2 Entry routes.** Potential radon entry routes shall be closed in accordance with Sections AF103.2.1 through AF103.2.8.

**AF103.2.1 Floor openings.** Openings around bathtubs, showers, water closets, pipes, wires or other objects that penetrate concrete slabs, or other floor assemblies, shall be filled with a polyurethane caulk or expanding foam applied in accordance with the manufacturer's instructions.

**AF103.2.2 Sumps.** Sumps open to soil or serving as the termination point for subslab or exterior drain tile loops shall be covered with a gasketed or sealed lid. Sumps used as the suction point in a subslab depressurization system shall have a lid designed to accommodate the vent pipe. Sumps used as a floor drain shall have a lid equipped with a trapped inlet.

**AF103.2.3 Foundation walls.** Hollow block masonry foundation walls shall be constructed with a continuous course of *solid masonry*, one course of masonry grouted solid, or a solid concrete beam at or above *grade*. Where a brick veneer or other masonry ledge is installed, the course immediately below that ledge shall be *solid masonry*, one course of masonry grouted solid, or a solid concrete beam. Joints, cracks or other openings around penetrations of both exterior and interior surfaces of foundation walls below *grade* shall be filled with polyurethane caulk.

**AF103.2.4 Dampproofing.** The exterior surfaces of foundation walls below *grade* shall be dampproofed in accordance with Section R406.

**AF103.2.5 Air-conditioning systems.** Entry points, joints, or other openings into air-conditioning systems in enclosed crawl spaces shall be sealed.

**Exception:** Systems with gasketed seams or that are otherwise sealed by the manufacturer.

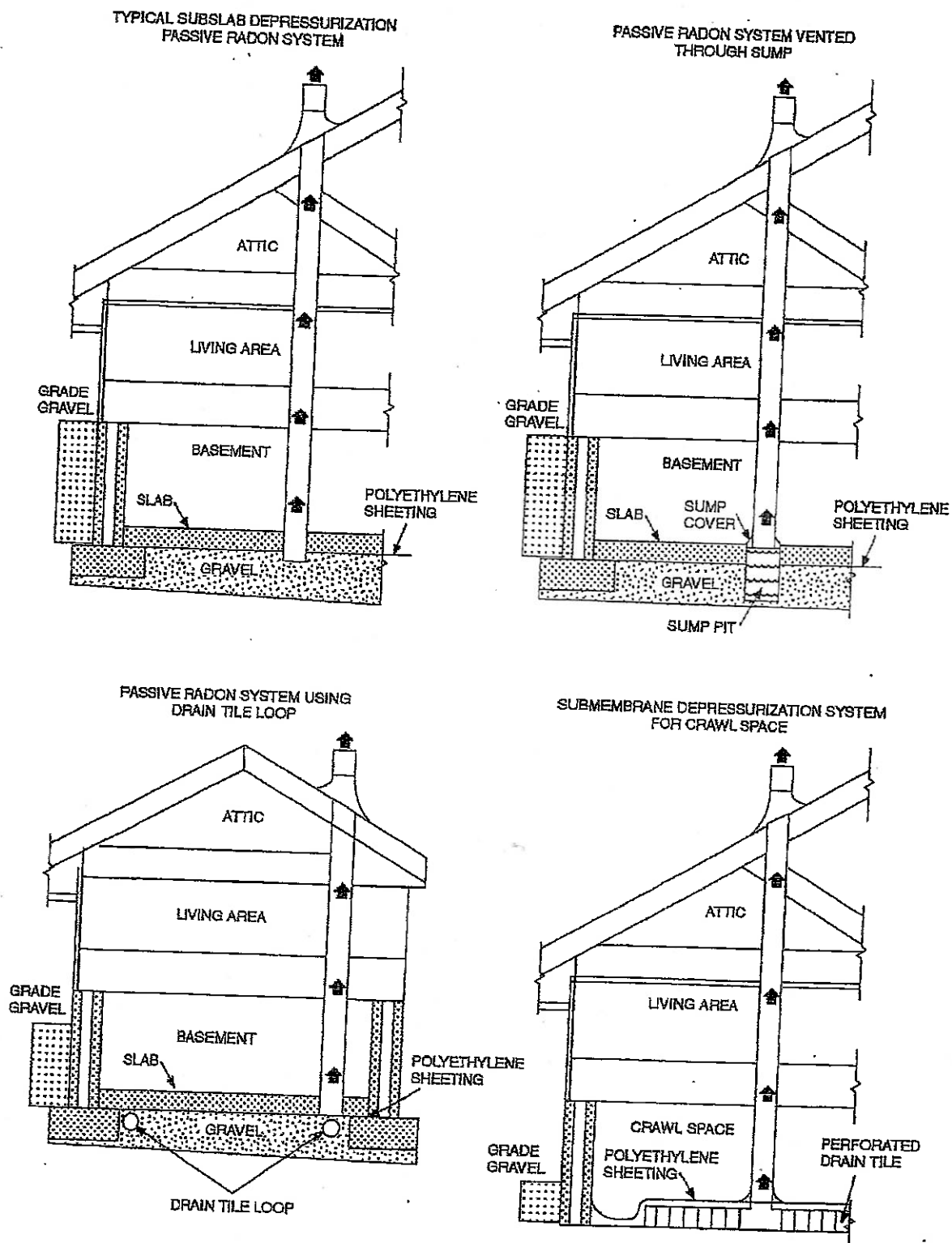


FIGURE AF102  
RADON-RESISTANT CONSTRUCTION DETAILS FOR FOUR FOUNDATION TYPES